

## 9.11.19 Minutes of Maynard Parking Authority Meeting

Maynard Town Building, 7:00 pm.

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Meeting called to order at 7:00 pm

**Members present:** Mark Dubois, Ben Hofmann, Jack MacKeen, Dan Nash, Megan Zammuto

### **Member Introductions:**

Parking Authority members discussed their professional experience relevant to the authority charter. Town officials discussed the history of parking in Maynard. The group discussed strategies to identify a business owner that would be willing to serve as a member of the authority.

**Determine Meeting Schedule and Frequency:** Members decided to meet on the first and third Wednesday of each month from 4:00 – 5:30 pm. The next meeting will take place on Wednesday, October 2<sup>nd</sup> at 4:00 in the OMS conference room.

**Review Maynard Parking Authority Charter – Authorities and Responsibilities:** Parking Authority Members reviewed the Maynard Parking Authority Charter, and focused on the authorities and responsibilities of the authority. The group will work to recommend policies to the Board of Selectmen, consider all matters referred to it by the Selectmen or Town Administrator, and report annually on how well parking capacity and programs are meeting demand.

**Needs Assessment:** Members began to identify areas that need to be researched, including but not limited to:

- Sign inventory
- Understand any parking programs in place – municipal stickers
- Grant research
- Identify inconsistencies of meter enforcement times
- Financial Existing Conditions – Parking Program
- Maintenance
- Historical and contextual understanding of current policies

### **Action Items:**

- Jack MacKeen will discuss business owner representation with Julie Gagen, Maynard Business Alliance (MBA) President.
- Chief Dubois will discuss business owner representation with Patrolman Karl Nyholm
- Megan Zammuto will post advertisement for business owner representation on TA site/social media
- Megan Zammuto will set up the meeting room to allow for access to digital map
- Megan Zammuto will research parking meter revenue. Does the spreadsheet only reflect funds deposited into the meter? Where does ticket revenue go?
- Chief Dubois will work with Patrolman Karl Nyholm to inventory meter conditions and produce a list of what is needed to clean them up and bring them to conformity.
- All – Review [MAPC Maynard Parking Study](#) and [Parking Management Plan](#)

Submitted by Megan Zammuto on 10.02.2019

Approved: 10.02.2019